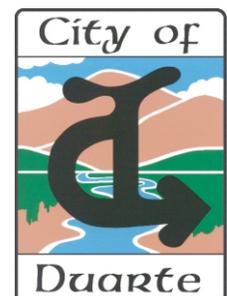


Construction and Demolition Deposit Program



City of Duarte
Community Development Dept.
1600 Huntington Drive
Duarte, CA 91010

Phone: 626-357-7931



In June 2004, the City of Duarte adopted a new ordinance that affects all large construction and demolition projects that occur within the City's limits. The ordinance requires that at least 50% of all material generated during a construction or demolition project be diverted from landfilling (i.e. recycled or reused). This ordinance was adopted in response to Assembly Bill 939 (AB 939), which was passed by the California legislature in 1989. AB 939 requires that every city and county in the State divert from landfills at least 50% of all waste generated, or face potential fines for non-compliance.

A significant amount of readily recyclable construction and demolition material is currently being disposed of in area landfills. This both hinders the City from fulfilling AB 939, and occupies limited landfill space. The goal of the construction and demolition ordinance is not only to assist the City in fulfilling AB 939, but also to help alleviate the continuing problem of diminishing landfill space. The City requests the cooperation of all contractors and builders doing business in Duarte in its endeavor to fulfill its diversion goals.

The City of Duarte will collect a deposit, and refund it upon completion of your construction and/or demolition project and verification of 50% diversion. This handbook will guide you through the process.



Step 1 Determine Applicability



Unless specifically exempted, each person who applies for a building or grading permit must fulfill the requirements of the construction and demolition program described in this handbook.

The following is a list of projects that are categorically exempt:

- all single-family residential homes of up to 2 units
- public agency sponsored projects of up to 2 units
- roofing projects
- emergency demolitions
- seismic tie-down projects
- all hardscape projects less than 1,000 square feet in size
- all building projects less than 2,500 square feet in size
- work for which only a plumbing, electrical, or mechanical permit is required

Step 2 Pay Your Fees & Complete Form A



Although you have completed and submitted a permit application to the Community Development Department, the City will not issue a permit for your project until you: 1) pay your diversion deposit, and 2) complete Form A. Each of these items is described below.

1. Diversion Deposit - All construction and demolition hardscape projects of 1,000 square feet or more, and all building projects of 2,500 square feet or more (unless specifically exempted by one of the project types listed in step one) will require a deposit. The deposit must be paid prior to issuance of a permit, and will be refunded upon confirmation that at least 50% of the waste generated by the project, was diverted from landfill. Deposits will be calculated based on square footage as follows:

Square Footage	Diversion Deposit
1,000 to 4,999	\$1,000
5,000 to 9,999	\$3,000
10,000 to 14,999	\$5,000
15,000 and greater	\$7,000

Administrative Fee - An administrative fee must be paid to the City. The purpose of the administrative fee is to compensate the City for all expenses incurred in administrating the construction and demolition program, including site inspections. The fee will be deducted from the diversion deposit, and is non-refundable. The administrative fee will be a flat fee of \$125.

The administrative fee is waived for any project in which the entire construction/demolition waste stream is processed by Burrtec Waste Industries, Inc (the City's franchise waste hauler). Burrtec operates a Materials Recovery Facility (MRF) in Fontana that accepts mixed loads of construction and demolition debris. The material is sorted on-site, recyclables are delivered to the appropriate recycling facilities, and the remaining residue is landfilled. Burrtec can provide bin service, or material can be self hauled to their MRF.

Diversion deposit payments can be made in the form of: cash, check, cashier's check, or money order. Payments should be made to:

→ City of Duarte
1600 Huntington Drive
Duarte, CA 91010

2. Form A - Waste Management and Recycling Plan - On this form you will provide information regarding project type, the handling of refuse and recyclables generated by your project, facilities where the material might be taken, and estimated waste generation. Approval of an accurate and complete Waste Management and Recycling Plan is a precondition to issuance of any building or grading permit. **Form A is included in this handbook.**

Submit your completed Form A, and your diversion deposit to the City of Duarte. A permit will be issued soon thereafter.

Step 3 Divert Construction & Demolition Debris



At least 50% of the material that your project generates must be diverted from landfill. In simpler terms, 50% of the material that you generate can be sent to landfill, however the other 50% must be recycled or reused. The square footage information that you include on Form A will be the basis for determining the amount of material that constitutes 50%. Wood, asphalt, concrete, metal, glass, drywall, ceramic, cardboard, and brick are all readily recyclable. You can consider collecting each recyclable material into separate containers on the job site (job site separation). Or you can deliver loads of mixed material to a sorting facility for separation. You may also reuse items on the job site, or send usable material to salvage companies. A list of local recyclers has been included in this handbook for your convenience. Be sure to keep all weight receipts issued by these facilities. Also keep track of the amount of material reused on the job site or sent to salvage companies (you may convert volume to weight using the conversion factors provided in this handbook).

Step 4 Apply For Your Deposit Refund



Your deposit will be refunded to you, less the administrative fee, once you verify to the City that you have diverted from landfilling at least 50% of the material that was generated by your project.

You must apply for your refund within 60 days from the date of project completion. To apply for your deposit refund you must submit two things: 1) Form B, and 2) weight receipts from recycling facilities, material recovery facilities (MRFs), landfills, and/or transfer stations.

1. **Form B - Recycling and Reuse Summary Report**

Complete this form in its entirety, indicating the tonnage of material recycled, reused, salvaged, and disposed. **Form B is included in this handbook.**

2. **Weight Receipts from Recycling Facilities, MRFs, Landfills, and/or Transfer Stations**

Attach all appropriate receipts to your Recycling and Reuse Summary Report. This includes receipts and weight tags or other records of measurement from recycling facilities, material recovery facilities, salvage companies, deconstruction contractors, landfills, and/or transfer stations (photocopies will be accepted).

A properly completed Recycling and Reuse Summary Report, and all receipts, must be submitted to the City's Community Development Department prior to refund of deposit and issuance of a certificate of occupancy (if applicable).

A deposit refund will be issued for any project for which a building permit was withdrawn or cancelled before any work was begun.

Note: For a project that involves both demolition and construction, two permits must be obtained from the City, one for demolition, and another for construction. In this case, the requirements described in this handbook (including payment of deposit) must be fulfilled under each permit. After completion of the demolition phase, Form B must be submitted and approved by the Community Development Department prior to issuance of a building permit for the construction phase.

Recycling Centers

ACTIVE RECYCLING.. 323-295-7774 2000 West Slauson Avenue Los Angeles, CA 90047 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	HANSON AGGREGATES. 800-300-6120 5625 Southern Avenue South Gate, CA 90280 Accepts: asphalt, concrete
ACTIVE RECYCLING.. 323-221-2555 5601 East Valley Boulevard East Los Angeles, CA 90032 Accepts: appliances, asphalt, brick, cardboard, carpet, concrete, drywall, flooring, glass, gravel, metal, pallets, plastic, roofing, sand, soil, wood	LOONEY BINS, INC. 818-768-7197 11616 Sheldon Street Sun Valley, CA 91352 Accepts: asphalt, brick, cardboard, concrete, drywall, gravel, metal, pallets, roofing, sand, soil
ARTESIA SAWDUST PRODUCTS, INC. 909-947-5983 13434 Ontario Avenue Ontario, CA 91761 Accepts: asphalt, concrete, wood	MASTER RECYCLING CENTER, INC. 626-350-4404 2845 Durfee Avenue El Monte, CA 91732 Accepts: asphalt, brick, cardboard, concrete, flooring, glass, metal, paint (segregated), pallets, plastic, wood
AZUSA LAND RECLAMATION. 626-334-0719 1211 West Gladstone Street Azusa, CA 91702 Accepts: asphalt, brick, concrete, dirt, rock	MISSION RECYCLING CENTER. 909-397-0032 1341 East Mission Boulevard Pomona, CA 91766 Accepts: aluminum, cardboard, glass, paper, plastic, scrap metal
BRADLEY LANDFILL & RECYCLING. 818-767-6180 9227 Tujunga Avenue Sun Valley, CA 91352 Accepts: green waste, wood	NU-WAY LIVE OAK RECLAMATION. 626-334-0719 13620 Live Oak Lane Irwindale, CA 91706 Accepts: asphalt, brick, concrete, dirt, rock, sand
COMMUNITY RECYCLING & RESOURCE RECOVERY. 818-767-6000 9147 DeGarmo Avenue Sun Valley, CA 91352 Accepts: all construction and demolition debris, green waste	PECK ROAD GRAVEL PIT 626-574-1855 128 East Live Oak Avenue Monrovia, CA 91016 Accepts: asphalt, brick, concrete, gravel, clean dirt, clean sand, clean soil
DAN COPP CRUSHING CORP. 714-777-6400 11901 Highway 71 Chino, CA 91710 Accepts: asphalt, concrete	POMONA VALLEY RECYCLING CENTER. 909-629-5265 1326 East Ninth Street Pomona, CA 91766 Accepts: cardboard, glass, metal, paper, plastic
EARTHSHINE. 714-897-4311 13633 South Central Avenue Los Angeles, CA 90059 Accepts: asphalt, concrete, dirt (mixed and clean loads)	RECYCLED WOOD PRODUCTS. 909-868-6882 1313 East Phillips Boulevard Pomona, CA 91766 Accepts: wood
GRAND CENTRAL RECYCLING & TRANSFER STATION. . . 800-442-6454 999 South Hatcher Avenue Industry, CA 91748 Accepts: all construction and demolition debris, green waste	RECYCLING RESOURCES. 909-629-9911 1406 West Second Street Pomona, CA 91766 Accepts: aluminum, cardboard, glass, paper, plastic
HABITAT FOR HUMANITY-POMONA VALLEY. 909-596-7098 2111 Bonita Avenue La Verne, CA 91750 Accepts usable donations of: caulking, concrete, doors, door frames, drywall, electrical materials, hardware, insulation, light fixtures, lumber, plants, plumbing fixtures, roofing materials, sand, screening, siding materials, trees, windows, window frames Note: call first	TAMCO. 909-899-0660 12459 Arrow Highway Rancho Cucamonga, CA 91739 Accepts: scrap metal
HANSON AGGREGATES. 800-300-6120 13550 East Live Oak Avenue Irwindale, CA 91706 Accepts: asphalt, concrete Sells: base, gravel, sand	VULCAN MATERIALS. 626-856-6185 15990 Foothill Boulevard Irwindale, CA 91706 Accepts: asphalt, concrete
	WEST VALLEY MRF. 909-899-0911 13373 Napa Street Fontana, CA 92335 Accepts: asphalt, brick, cardboard, concrete, dirt, flooring, glass, green waste, metal, pallets, plastic, rock, wood

**Hazardous materials are not accepted at
any of the listed facilities.**

Form A Waste Management and Recycling Plan

This form is to be completed and submitted to the City of Duarte with your diversion deposit. The City will issue a building permit for your project only after approval of this form.

Job Site Address _____

Applicant's Name _____ Title _____

Company _____ Phone # _____

Type of project: new construction demolition renovation

Type of building: non-residential residential multi-family residential

Square footage of project: _____ ft²

Disposal and Recycling Information

How will waste be handled during your project?

Job site separation. Material will be segregated into two or more material-specific bins. For example - one bin for concrete, one bin for metals, one bin for wood, one bin for trash, etc. Bins and bin service must be provided by Burrtec Waste.

Collection and delivery of mixed loads to a Materials Recovery Facility. Clean construction and demolition material is commingled into a bin. The mixed loads are then delivered to a Materials Recovery Facility for sorting. Trash should be collected in a separate bin and delivered to a landfill. Bins and bin service must be provided by Burrtec Waste.

Self haul. Material is collected in any manner desired by the applicant, and then delivered to recycling centers and landfills using only the applicant's vehicles. Please note that self haul means the use of the applicant's vehicles only. If a bin is removed from a vehicle, it is considered a roll off-bin, which would need to be provided by Burrtec Waste.

Estimated Disposal Tonnage

How much material (refuse and recyclables) do you expect to generate through your project? _____ tons

Diversion Deposit Amount

Unless specifically exempted by one of the project types listed under Step 1, each person (applicant) who applies for a building or grading permit shall post a cash deposit that is calculated based on the square footage of their project.

Determine your deposit amount by using the table in Step 2. List your deposit amount here: \$ _____, _____ . _____

For assistance with this Form, contact Community Development at 626-357-7931.

FOR CITY USE ONLY

Disapproved

Approved, Permit # _____

Reviewed by _____
name date

Put a check mark next to the types of materials that you intend to generate during your project. Then put a check mark next to the handling method(s) that you intend to use.

Material To Be Generated		Material Handling Method	
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Asphalt	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Brick	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Building Materials (ceiling tile, windows, fixtures, etc.)	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Cardboard, Paper	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Carpet, Carpet Padding	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Concrete	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Dirt	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Glass	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Green Waste	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Gypsum/Dry Wall	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Metals	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Mixed C&D	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Plastic	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Rock	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Roofing	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Tile (ceramic)	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Wood (lumber, doors, etc.)	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Other:	Recycle	<input type="checkbox"/>
		Reuse/Salvage	<input type="checkbox"/>
		Dispose	<input type="checkbox"/>
<input type="checkbox"/>	Refuse	Dispose	<input type="checkbox"/>

Use your weight receipts to fill in the table below. If any material was measured in units of volume (for example - cubic feet, cubic yards, etc.), convert it to tons using the conversion factors provided. Note: 1 ton = 2,000 lbs.

Material	Recycled (tons)	Reused (tons)	Disposed (tons)	Total Quantity Generated	Facility Used/Destination
<i>Example:</i> Dirt 10yd ³ = 18,900lbs	5 tons	8 tons	10 tons	23 tons	Recycle – Azusa Land Reclamation Reuse – on job site for grading Dispose – Puente Hills Landfill
Asphalt 1yd ³ = 1,380lbs					
Brick 1yd ³ = 3,024lbs					
Building Materials (ceiling tile, doors, fixtures, windows, etc.)					
Cardboard, Paper 1yd ³ = 100lbs					
Carpet, Carpet Padding 1yd ³ = 84.4lbs					
Concrete 1yd ³ = 1,855lbs					
Dirt 10yd ³ = 18,900lbs					
Glass 1yd ³ = 2,160lbs					
Green Waste 40yd ³ = 4,320lbs					
Gypsum/Dry Wall 1yd ³ = 3,834lbs					
Metals 1yd ³ = 906lbs					
Mixed C&D (commingled, recyclable)					
Plastic 1yd ³ = 22.55lbs					
Rock 1yd ³ = 2,570lbs					
Roofing 1yd ³ = 418.5lbs					
Tile (ceramic) 1yd ³ = 1,214lbs					
Wood (lumber, doors, etc.) 1yd ³ = 329.5lbs					
Refuse	NA	NA			
Other:					
Other:					
Totals					

Fill in the blanks to determine if you have diverted at least 50% of the material generated by your project:

Total Recycled _____ + Total Reused _____ = _____ ÷ Total Quantity Generated _____ x 100 = _____ %